

PRINCIPLES AND PRACTICE OF ACCOUNTING II

CA FOUNDATION - PAPER I - PRINCIPLES AND PRACTICE OF ACCOUNTING

Accounting plays a vital role for developing a strong base for Chartered Accountants to enable them to understand how the accounting information can fit into the process of Financial Reporting. Considering this objective, it has been decided to bring forth a crisp and concise capsule on the topics of Subsidiary Books and Cash Book covered in the syllabus of Paper I: Principles and Practice of Accounting. The purpose of above topics is to enable the students to record the transactions of a business entity in different books in line with the nature of transactions. The concepts involved in these topics have been gathered and presented through pictorial presentations in this capsule which will help the students for quick revision. Under no circumstances, such revision can substitute the detailed study of the material provided by the Board of Studies. Students are advised to refer the Study Material for comprehensive study.

CHAPTER 2 - ACCOUNTING PROCESS UNIT 4 - SUBSIDIARY BOOKS

In a business, most of the transactions generally relate to receipts and payments of cash, purchases and sales of goods. It is convenient to keep a separate register for each such class of transactions one for receipts and payments of cash, one for purchase of goods and one for sale of goods. Such register is called a book of original entry or prime entry.

The books of original or prime entry are also called **Subsidiary Books** since ledger accounts are prepared on the basis of these books and without ledger posting, a trial balance cannot be taken out.

Normally, the following subsidiary books are used in a business:

Cash Book	to record cash receipts and payments including receipts into and payments out of the bank.
Purchases Book	to record credit purchases of goods dealt in or of the materials and stores required in the factory.
Purchase Returns Book	to record the returns of goods and materials previously purchased.
Sales Book	to record the sales of the goods dealt in by the firm.
Sale Returns Book	to record the returns made by the customers.
Bills Receivable Book	to record the receipts of promissory notes or bills from various parties.
Bills Payable Book	to record the issue of the promissory notes or bills to other parties.
Journal	to record the transactions which cannot be recorded in any of the above books mentioned above.

Distinction Between Subsidiary Books and Principal Books



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O. Ray Whittington



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